

## Checklist – Obtaining a Degree Change on an Indiana License

- Complete the entire duplicate application, [State Form 46701](#).
- Attach a \$35.00 cashier's check or money order (made payable to the State of Indiana) to the application.
- Answer Criminal History questions 1-3. Sign your name verifying that this information and application are accurate.
- Return the original copy of your valid teaching license(s) or attach the Proof of Licensure form, [State Form 47871](#), if you have lost or destroyed your license.
- Submit an official transcript. Official transcripts must carry the seal and signature of the registrar and indicate the degree earned.
- Submit all materials to the Division of Professional Standards.
- Return this checklist with your application.

NOTE: Duplicate licenses are issued only when your valid license has been lost or needs to be altered. Duplicates will not be issued for expired licenses, or to provide additional copies of a license. If you hold more than one Indiana teaching license and require a duplicate of each one, you must submit a separate application and fee for each duplicate license you are requesting. Only one limited criminal history report is required in this case.

Mail the completed forms to:

Office of Educator Licensing and Development  
151 W. Ohio Street  
Indianapolis, IN 46204-2798